

CLAIMS

1. A process for requisitioning products and services in an organization comprising the steps of:

- a) creating a requisition requesting a product or service;
- b) selecting at least one reviewer to review and comment on said requisition;
- c) selecting at least one approver to review and approve said requisition;
- d) submitting said requisition to said at least one reviewer for review and comment for a set terminating review period so that if the reviewer fails to review and submit comments within the terminating review period said reviewer is deemed to agree to said requisition as presented;
- e) submitting the requisition to said at least one approver for review and approval; and
- f) submitting said requisition for effectuation upon receipt of approval from said at least one approver.

2. The process of claim 1 including the further steps of:

- a) revising said requisition upon receipt of comments from said at least one reviewer or said at least one approver;

- b) withdrawing said requisition from consideration while it is being revised; and
- c) resubmitting said revised requisition to said at least one reviewer and said at least one approver.

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3. The process of claim 1 including the further steps of:

- a) assigning preparation of said requisition to a Preparer by an originator of said requisition;

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- b) preparing of a draft requisition by said preparer;
- c) reviewing by said originator of said draft request; and
- d) finalizing said requisition by said originator for submission to said at least one reviewer and said at least one approver.

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4. A process for requisitioning products and services on a networked computer system of an organization comprising the steps of:

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- a) creating a requisition requesting a product or service;
- b) selecting at least one reviewer to review and comment on said requisition;
- c) selecting at least on approver to review and approve said requisition;
- d) submitting said requisition to said at least one reviewer for review and

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comment for a set terminating review period so that if the reviewer fails to review and submit comments within the terminating review period said reviewer is deemed to agree to said requisition as presented;

5 e) submitting the requisition to said at least one approver for review and approval;

f) submitting said requisition for effectuation upon receipt of approval from said at least one approver; and

10 wherein said steps of said process are all competed on the computer system and the step of submitting said requisition is made simultaneously to said at least one reviewer and said at least one approver on said computer system.

15 5. The process of claim 4 including the further steps of:

a) revising said requisition upon receipt of comments from said at least one reviewer or said at least one approver;

20 b) withdrawing said requisition from consideration while it is being revised; and

c) resubmitting said revised requisition to said at least one reviewer and said at least one approver.

25 6. The process of claim 4 including the further steps of:

a) assigning preparation of said requisition to a Preparer by an originator of said requisition;

b) preparing of a draft requisition by said preparer;

c) reviewing by said originator of said draft request; and

d) finalizing said requisition by said originator for submission to said at least one reviewer and said at least one approver.

7. The process of claim 5 including the further steps of:

a) including a security system on the computers system;

b) assigning said originator, said preparer, said at least one approver and said at least one reviewer each security code for access to the computer system; and

c) assigning said originator, said preparer, said at least one approver and said at least one reviewer each a preset address for access to and receipt of requisitions and responses to requisitions over the computer system.

8. The process of claim 4 wherein the step of submitting said requisition to at least one approver further comprises submitting said requisition sequentially according to a preset order to at least two approvers and wherein if one of said approvers does not approve said requisition it is immediately returned to said originator for further action.

9. The process of claim 4 comprising the further step of locking into memory of said computer system an audit trail of pre-determined steps in each specific process for requisitioning products and services.

10. The process of claim 4 including the further steps of:

- a) withdrawing said requisition from consideration upon receipt of a rejection from said at least one approver;
- b) revising said requisition; and
- c) resubmitting said revised requisition to said at least one approver for reconsideration.

11. The process of claim 4 including the further step of providing access to status reports of said requisition in real time.

12. The process of claim 4 wherein the step of submitting said requisition to at least one approver comprises selecting said at least one approver and then submitting it to said at least one approver.

13. The process of claim 12 wherein the step of selecting at least one approver further comprises selecting a plurality of approvers and setting a sequential order in which each of the plurality of approvers will review said requisition.

14. The process of claim 4 wherein the process of submitting said requisition to at least one reviewer comprises selecting at least one reviewer and submitting it to said one reviewer.

15. The process of claim 4 wherein the step of selecting at least one reviewer comprises selecting a plurality of reviewers and submitting it simultaneously to the plurality of reviewers.

5 16. A system for managing product and service procurement of an organization on a networked computer system of the organization comprising:

a) a network of computers interactively linked, with each computer assigned a unique address;

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b) data storage accessible to all of said computers on said system;

c) procurement protocol available to said system that provides for the classification of individuals within the organization as originators of requisitions for procurement requests, reviewers of requisitions or approvers of requisitions and wherein each individual has a unique electronic correspondence address in said system, and all of said information being savable in said data storage;

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20 d) said requisition protocol allows an individual classified as an originator to prepare a requisition and forward it electronically through said system to at least one reviewer and at least one approver selected by said originator;

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e) said protocol sets a specific time period in which said at least one reviewer can respond with comments by an electronic message and upon a failure to do so it enters a record on the database of acquiescence to said requisition by said at least one reviewer;

f) said protocol allows said approver to respond by an electronic message with an approval or disapproval of said requisition and comments;

5 g) upon receiving a response from said at least one reviewer or approver said protocol allows said originator to either continue with the requisition as originally drafted, withdraw it from consideration for revision and resubmission or to withdraw it without resubmission; and

10 h) wherein said protocol also saves a locked immutable electronic version of said requisition and responses of said at least one reviewer and at least one approver for audit purposes of said organization.

15 17. The system of claim 16 including the further classification of individuals as preparers with their own electronic address is said system and to which said originators may delegate preparation of a requisition.

20 18. The system of claim 16 including the further classification of individuals as administrators with access to check the status of currently active requisitions and to access and review achieved requisitions and related data.

19. The system of claim 16 wherein each individual classified as an originator has a preset at least one approver to whom said requisition must be submitted for approval.

25 20. The system of claim 16 wherein said computer system has access to an internet of connected computers outside of said organization and said requisition protocol is accessed on a computer attached to the internet.

21. The system of claim 16 wherein said protocol is accessible on a local system of said organization.

5 22. The system of claim 16 wherein when said requisition is classified into one of three different categories of draft requisitions for requisitions being prepared or revised, pending requisitions for requisitions that have been submitted to at least one reviewer and at least one approver and completed requisitions for requisitions that have completed the review process and have been approved by at least one approver.

10 23. The system of claim 22 wherein said requisitions are saved in one of three databases: draft, pending and completed databases depending on said requisitions then classification.

15 24. The system of claim 16 wherein if said at least one reviewer is more than one reviewer said requisition is submitted simultaneously to said more than one reviewer.

25. The system of claim 16 wherein if said at least one approver is more than one approver said requisition is submitted sequentially to said more than one approver.

20 26. The system of claim 25 wherein when said requisition is submitted sequentially to said more than one approver it is submitted in accordance with a predetermined sequential list of approvers.